

# **How to Edit/Delete a Filing My Plan Administration Account (My PAA)**

Last Updated:  
September 7<sup>th</sup>, 2021

# How to Edit a Filing

## Login

- ▶ From the Home Page, click on the "Log in or Sign up" button to log in.
- ▶ Enter your Username into the field labeled username on the My PAA log in pop-up
- ▶ Enter your Password into the field labeled "Password."
- ▶ Click on the "Log in" button.

Home Page Ask a Question

Create New Plan / Ask a Question

You are accessing a computer system operated by the Pension Benefit Guaranty Corporation, a wholly owned corporation of the United States Government. It is for authorized use only, in compliance with the PBGC Policy on the Use of Information Technology Resources and federal statutes, and when use is authorized, such use may not exceed the scope of authorization.

Use of this system is subject to audit, and all files and transmissions on this system may be intercepted, monitored, recorded, copied, or inspected to ensure that use is authorized, for management of the system, to facilitate protection against unauthorized access, to verify security procedures, and for such other purposes as may be deemed necessary, consistent with federal law. Unauthorized or improper use of this system may result in administrative action, civil, and/or criminal penalties. Any information collected during an audit or monitoring may be used in administrative, civil, or criminal actions and may be disclosed to authorized officials of other agencies, both domestic and foreign. Examples of unauthorized or improper use include, but are not limited to: uploading or changing the information presented on this system with intent to damage this system; attempting to gain unauthorized access to data; attempting to redirect authorized users away from this system; or attempting to deny service to authorized users.

By using this system, the user consents to the auditing, interception, monitoring, recording, copying, inspection, and disclosure as described above. Clicking below or otherwise continuing to use this system indicates your awareness of and consent to these terms and conditions of use. Leave this site, cease use or log off immediately if you do not agree to the conditions stated in this warning.

Log In Cancel

Log in or Sign up

## Review, Return for Edit, Certify and Submit a Filing

## Plan List Page

- ▶ Once you have logged in, click on the “Plan List” icon or link from the Home Page.
- ▶ From the Plan List Page, click on the “Plan Details” link for the plan you would like to certify, approve and/or submit a filing for.

Home Page
Ask a Question

We're here to help

Create New Plan / Add Existing Plan

Plan List

In-Process

Upload Filings

View Upload History

**WARNING!!! WARNING!!! WARNING!!!**

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Plans in your My PAA Account

Show  entries

ID	Plan ID	EIN	PN	Name	Last Filing Update		
248487	2429567	333666999	369	Test Test Test	07/01/2021	CREATE FILING	PLAN DETAILS
248456	2377551	452615050	002	Testing EIN PN blank issue	06/29/2021	CREATE FILING	PLAN DETAILS
248416	86264	123456789	001	SPECIAL NON-PREMIUM TRANSACTIONS	06/11/2021	CREATE FILING	PLAN DETAILS
248118	729175	953174837	002	TEST AND SERVICES PENSION PLAN	10/13/2020	CREATE FILING	PLAN DETAILS

Showing 1 to 4 of 4 entries

First
1
Last

# How to Edit a Filing

## Plan Details Page

- ▶ All Comprehensive Premium Filings associated with the plan will be displayed on the Plan Details Page.
- ▶ Click on the “Filing Details” button for the filing you want to edit or update.
  - Note: You may only edit a filing that is in “Draft” status and you must have the Filing Preparer role.

### Plan Details

**Plan ID:** 729175  
**Plan Name:** TEST AND SERVICES PENSION PLAN  
**EIN:** 953174837 **PN:** 002  
**Plan Status:** Active

**Plan Effective Date:** 01/01/1987  
**Coverage Date:** 01/01/1987  
**Adoption Date:** N/A  
**Plan Sponsor:** AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS



[Create Filing](#)

[Manage Roles](#)

[Account History](#)

[Payment Voucher](#)

[Submit Request](#)

[Check Status of Request](#)

[View Correspondence](#)

Premium Filings						
Show 10 entries				Search:		
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018		Pending Admin Approval	FILING DETAILS	FILING RECEIPT	
419334	01/01/2019		Draft	FILING DETAILS	FILING RECEIPT	
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
385219	01/01/2020	10/13/2020	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
362780	01/01/2019	10/10/2019	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
348897	01/01/2018	10/11/2018	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

# How to Edit a Filing

## Plan Details and Filing Details Page

- ▶ Click on the “EDIT DRAFT” button.
  - This will only be displayed if you have the Filing Preparer role. Refer to our How to Manage Roles Demo for step-by-step instructions on how to view and edit your plan role(s).

### Plan Details

Plan ID:  
Plan Name:  
EIN: PN:  
Plan Status:

Plan Effective Date:  
Coverage Date:  
Adoption Date:  
Plan Sponsor:

### Filing Task History

09/07/2021 01:15 PM					
Draft Started YUN FENG ZHU	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

### Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

**This premium filing is currently in Draft status.** Anyone with the **Filing Preparer role** for this Plan can select the Edit Draft button (right side) to continue preparing this filing. Filing Coordinators can edit team member roles via the Manage Roles link from the Plan Details page. If you do not want to proceed with this filing, select the Cancel Filing button to remove it from My PAA.

My PAA Filing ID: 419334

PYC: 01/01/2019

Amount Due: \$ 17,920.00

Filing Status: Draft

Date Submitted: \_\_/\_\_/\_\_

FILING SUMMARY

FILING RECEIPT


EDIT DRAFT

CANCEL FILING


PAYMENT VOUCHER


## Filing Management Page

- ▶ You will be able to navigate through the Comprehensive Premium Filing pages and make any updates and changes, as needed.

 Home Page

Ask a Question


Search... 


johndoe@t... 


[Submit a Filing](#)


## Filing Management V2


Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

 I. General Plan Year Information

 General Plan Information

 II. Premium Calculations

 III. Other Filing Details

 IV. Review and Summary

### General Plan Information

Comprehensive Premium Filing for: Test Plan  
Plan ID: 2352364  
EIN/PN: 111111111 / 111

General Plan Information

Employer Identification Number (EIN):

Plan Number (PN):

Plan Name:

Sponsor's Name:


First Six Digits of CUSIP:

Business Code Type

Business Code:

Exit

Save and Continue




Protecting America's Pensions

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# How to Edit a Filing


## Filing Management Page

- ▶ Once you have made the necessary changes to the filing, click the “Submit” button on the Filing Details Review Page.
- ▶ Please make sure the accuracy checkbox is checked prior to submission.

 Home Page

Ask a Question

Search... 

johndoe@t... 

[Submit a Filing](#)

### Filing Management V2


Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

✓ I. General Plan Year Information

✓ II. Premium Calculations

✓ III. Other Filing Details

✓ IV. Review and Summary

 **Filing Details Review**

#### Filing Details Review

Please review the Filing Summary information below.

If you have completed the preparation of this filing and no further changes are needed, please select the checkbox below and submit the filing for review and certification. Once submitted, you will not be able to make any changes to the filing data unless either an Actuary or Plan Administrator rejects the filing, at which time you will be notified via email that you can then return to the filing to make the needed updates and resubmit it.

If any changes are needed at this time, navigate back to make the desired updates, then return to this Summary page.

If you would prefer to save your progress and then return at a later time to submit this filing, select Exit.

The Summary Information for this filing is the following:

- **Plan Name:** Test Plan
- **EIN/PN:** 111111111 / 111
- **Filing ID:** 212106
- **PYC** 01/01/2019

☒ I understand that by selecting this checkbox I am indicating to PBGC that I have prepared this filing accurately and completely and am electing to submit it for review and certification, I will not be able to make any further updates to the filing data unless it is returned to me following Actuary or Plan Administrator review.

Back

Submit

Edit Previous Data

Exit

# How to Edit a Filing

## Filing Management Page

- ▶ After you submit your Comprehensive Premium Filing, you will receive a confirmation that the filing has been successfully submitted to be reviewed, certified and approved.
  - Note: The filing will be submitted to the PBGC upon approval and submission by the Plan Admin/Plan Admin Rep.
- ▶ To continue with the certification and payment process, click on the “Back to Filing Details” button.
  - Please refer to the “How to Edit, Review, Certify, Approve and Submit a Filing” demo for further instructions and information.

Home Page Ask a Question Search... johndoe@t...

[Submit a Filing](#)

## Filing Management V2

Published 04/07/2020 10:32 PM | Updated 03/01/2021 10:36 AM

### Filing Summary

Thank you for preparing this premium filing!

Please click the Back to Filing Details button below to view the current filing status and proceed with certification and submission of the filing.

[Back to Filing Details](#)

[Exit](#)



# How to Delete a Filing

## Plan Details Page

- ▶ Click on the “Filing Details” button for the filing you want to delete.
- ▶ Unlike editing a filing, you can delete any in-process filing. This means that if the filing has not already been submitted to PBGC, then you will have the option to delete (cancel) the filing.

### Plan Details

**Plan ID:** 729175  
**Plan Name:** TEST AND SERVICES PENSION PLAN  
**EIN:** 953174837 **PN:** 002  
**Plan Status:** Active

**Plan Effective Date:** 01/01/1987  
**Coverage Date:** 01/01/1987  
**Adoption Date:** N/A  
**Plan Sponsor:** AIRBUS U.S. Space & Defense, Inc.

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS



[Create Filing](#)

[Manage Roles](#)

[Account History](#)

[Payment Voucher](#)

[Submit Request](#)

[Check Status of Request](#)

[View Correspondence](#)

Premium Filings						
Show 10 entries		Search: <input type="text"/>				
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND
419334	01/01/2019		Draft	FILING DETAILS	FILING RECEIPT	
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	

# How to Delete a Filing

## Plan Details and Filing Details Page

- ▶ Click on the “Cancel Filing” button.
- ▶ An on-screen confirmation pop-up will appear.
  - Click the “Confirm Cancellation” button to continue with the deletion.
  - If you have clicked on this action by mistake, click the “Exit” button to return to the previous page.
- ▶ Note: The “CANCEL FILING” button will only be displayed if you have the Filing Preparer role. Refer to our How to Manage Roles Demo for step-by-step instructions on how to view and edit your plan role(s).

### Plan Details

**Plan ID:**  
**Plan Name:**  
**EIN: PN:**  
**Plan Status:**

**Plan Effective Date:**  
**Coverage Date:**  
**Adoption Date:**  
**Plan Sponsor:**

### Filing Task History

09/07/2021 01:15 PM					
Draft Started YUN FENG ZHU	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

### Filing Details

All screen prepared filings follow this [sequential status order](#):

Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

Please view the **Filing Task History** at the bottom of this page to review any actions already taken on this filing.

**This premium filing is currently in Draft status.** Anyone with the **Filing Preparer role** for this Plan can select the Edit Draft button (right side) to continue preparing this filing. Filing Coordinators can edit team member roles via the *Manage Roles* link from the Plan Details page. If you do not want to proceed with this filing, select the Cancel Filing button to remove it from My PAA.

**My PAA Filing ID:** 419334

**Amount Due:** \$ 17,920.00

**PYC:** 01/01/2019

**Filing Status:** Draft

FILING SUMMARY

FILING RECEIPT

EDIT DRAFT

**CANCEL FILING**

PAYMENT VOUCHER

**Cancel Filing**

You are about to permanently cancel this filing. If you proceed, you and your filing team will no longer have access to this filing. To proceed, click the 'Confirm Cancellation' button below

EXIT

CONFIRM CANCELLATION

# How to Delete a Filing

## Plan Details Page

- Once the filing has been deleted, you will automatically be redirected to the Plan Details Page, where you can confirm the deleted filing has been removed from the Premium Filings section.

### Plan Details

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**EIN:** 953174837 **PN:** 002  
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PLAN ADMIN DETAILS

PLAN CONTACT DETAILS

EDIT

PLAN ADMIN DETAILS

PLAN CONTACT DETAILS

EDIT

[Create Filing](#) [Manage Roles](#) [Account History](#) [Payment Voucher](#)  
[Submit Request](#) [Check Status of Request](#) [View Correspondence](#)

[Create Filing](#) [Manage Roles](#) [Account History](#) [Payment Voucher](#)  
[Submit Request](#) [Check Status of Request](#) [View Correspondence](#)

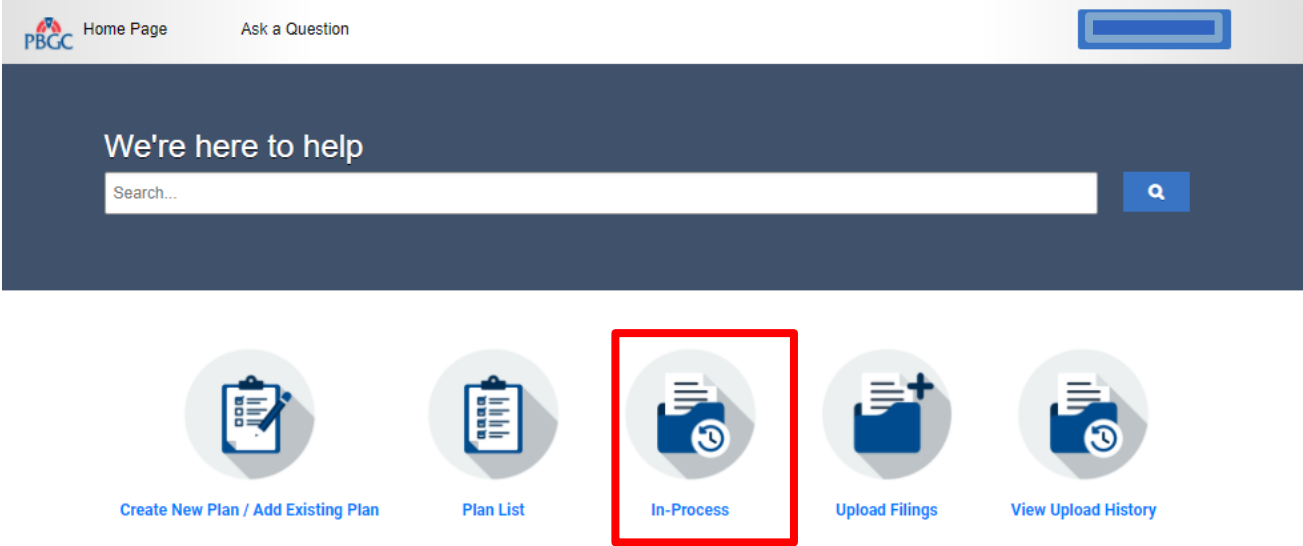
Premium Filings						
Show 10 entries		Search:				
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND
419334	01/01/2019		Draft	FILING DETAILS	FILING RECEIPT	
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	

Premium Filings						
Show 10 entries		Search:				
Filing ID	PYC	Submit Date	Status			
419336	01/01/2017		Pending Payment Info	FILING DETAILS	FILING RECEIPT	
419335	01/01/2018	09/07/2021	Submitted/Pending Processing	FILING DETAILS	FILING RECEIPT	AMEND
419333	01/01/2020		Pending Actuary Approval	FILING DETAILS	FILING RECEIPT	
385219	01/01/2020	10/13/2020	Submitted	FILING DETAILS	FILING RECEIPT	AMEND
382780	01/01/2019	10/10/2019	Submitted	FILING DETAILS	FILING RECEIPT	AMEND

# In-Process Screen-Prepared Filings

## Home Page

- ▶ You can also edit or delete in-process filings by clicking on the “In-Process” icon/link from the Home Page.



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## In-Process Screen-Prepared Filings

- ▶ A list of all non-submitted filings will be listed on the page.
- ▶ You may filter by any of the available headers by clicking on the corresponding “up” or “down” arrow.

 Home Page








Ask a Question

Search... 

johndoe@t... 

In-Process Screen-Prepared Filings

Show  entries Search:

Filing ID 	Date Created 	PYC 	Plan ID 	EIN/PN 	Plan Name 	Filing Status 	
212106	03/20/2021	01/01/2019	2352364	111111111/111	Test Plan	Pending Payment Info	<a href="#">FILING DETAILS</a>
212105	03/20/2021	01/01/2020	2352364	111111111/111	Test Plan	Pending Actuary Approval	<a href="#">FILING DETAILS</a>
210380	01/14/2021	01/01/2021	2352364	111111111/111	Test Plan	Pending Admin Approval	<a href="#">FILING DETAILS</a>
211929	03/17/2021		86264	123456789/001	SPECIAL NON-PREMIUM TRANSACTIONS	Draft	<a href="#">FILING DETAILS</a>
210447	01/19/2021	01/01/2021	2352304	197364589/008	Testing Part Two	Draft	<a href="#">FILING DETAILS</a>
210445	01/19/2021		2352304	197364589/008	Testing Part Two	Draft	<a href="#">FILING DETAILS</a>
210224	01/07/2021		2352304	197364589/008	Testing Part Two	Draft	<a href="#">FILING DETAILS</a>

## Filing Details Page

- ▶ As long as you have the appropriate roles, you will be able to “Edit” any screen-prepared filing in draft status and/or “Cancel” any screen-prepared filing that has not been submitted to PBGC.

### Plan Details

Plan ID:  
Plan Name:  
EIN: PN:  
Plan Status:

Plan Effective Date:  
Coverage Date:  
Adoption Date:  
Plan Sponsor:

### Filing Task History

09/07/2021 01:15 PM					
Draft Started YUN FENG ZHU	Draft Completion	Actuary Certification	Payment Option Selection	Administrator Certification	Filing Submission to PBGC

### Filing Details

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Create Filing > Draft > Pending Actuary Approval (if required) > Pending Payment Info > Pending Admin Approval > Submitted

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My PAA Filing ID: 419334

PYC: 01/01/2019

Amount Due: \$ 17,920.00

Filing Status: Draft

Date Submitted: \_\_/\_\_/\_\_

FILING SUMMARY

FILING RECEIPT

EDIT DRAFT

CANCEL FILING

PAYMENT VOUCHER